2016-2017 EL/CIVICS GRANT CONTINUATION PACKET CHECKLIST

Electronic grant continuation applications should include the following:

DOCUMENT	CONTENTS	NOTES
Form 1 – Cover Sheet	Applicant basic info	One per Fiscal Agent (Microsoft Word)
Narrative	A. Consortium Management B. EL/Civics Program Learner Engagement and Completion C. College and Career Readiness D. WorkINdiana	A. One response per Consortium; 3 page limit per response (Microsoft Word) B. One response per AE provider; 5 page limit per response (Microsoft Word) C. One response per AE provider; 3 page limit per response (Microsoft Word) D. One response per AE provider; 1 page limit per response (Microsoft Word)
Form 2A	Budget	One per Fiscal Agent (Microsoft Excel)
Form 2B	Admin Waiver	One per Fiscal Agent (as needed). **Must be signed, scanned, and returned as a PDF.**
Form 2E	Sub-grantee Budget	One per Fiscal Agent (Microsoft Excel)
Form 2D	Staffing	One per AE Provider (Microsoft Excel)
Form 2F	Locations & Classes List	One per AE Provider (Microsoft Excel)
Form 3	Consortium Performance Measures	One per Consortium (Microsoft Word)
Form 6	Provider Performance Measures	One per AE Provider (Microsoft Word)
Form 4	Assurances	One per Fiscal Agent. **Must be signed, scanned, and returned as a PDF**
Form 5	Authors list	One per Fiscal Agent (Microsoft Word)